

# VACANCY NOTICE

3007

CS-376  
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	Chief of Strategic Planning, Monitoring and Evaluation	
	TITLE OF POSITION:	CLASSIFICATION CODE: 02706800
	SALARY RANGE: 143, \$92446-105889	REFERENCE POSITION NO.: 2430-tba
	Department or Agency Name: Administration	APPLICATION PERIOD: 12/21/12-12/28/12
	Division/Section/Unit: Office of Management and Budget	<b>application period ends at 4:00 pm on 12/28/12</b>
	Assignment(s) / Comments:	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol, Providence, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union:	
There is _____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To plan, organize and direct the work of a strategic planning unit and to integrate statewide strategic planning activities with budgetary master plans. Specifically, leading the Office of Management and Budget's efforts to implement State personnel reform and improvements; coordinating the Office of Management and Budget revenue estimating process in concert with the State Budget Officer; assisting the Office of Management and Budget in developing an improved capital development process; leading the Office of Management and Budget's efforts to improve the quality of the Office of Management and Budget's documents, materials, and other communications to improve the OMB brand; coordinating efforts within the Office of Management and Budget to identify opportunities for department and agency efficiencies and improvements to management practices; and other duties as assigned by the Director of the Office of Management and Budget.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from a university with a Master's Degree in Planning; Public Administration, Business Administration, Physical or Social Science, or a degree in Law; and <b>Experience:</b> Such as may have been gained through: employment with supervisory and management responsibilities in planning and governmental administration. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Kelly Durkin-Murray Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908	Telephone #: (401) 222-1238 Email: <a href="mailto:KellyM-resume@hr.ri.gov">KellyM-resume@hr.ri.gov</a> TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER